

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

November 25, 2003

1400-451 (933.TF) P

Information Bulletin No. MT-2004-015

To: All Permanent Employees and Certain Temporary Employees

From: State Director

Subject: Quality Work Award (QWA)

The QWA program has been approved for this fiscal year. Attached for your use is a QWA certificate for FY2004 (Attachment 1). The objective of the QWA is to delegate awards authority to each employee within our organization that will allow them an opportunity to recognize a co-worker's achievements.

The program is subject to the following guidelines:

- All employees, except temporary summer seasonals and temporary employees not on the rolls for at least 6 months as of October 1, 2003, are assigned a QWA certificate to present to another employee for special recognition.
- Each certificate represents a potential award of \$91 gross before taxes (\$50 net), for the receiving employee.
- An employee may not give a certificate to his/her supervisor. Supervisors may give to employees under their supervision, as they would give any of the other monetary awards available.
- The certificate may only be given to an employee on the Montana/Dakotas rolls.
- The certificate may be given to only one individual; it cannot be reproduced or have more than one name on it.
- Generally, the certificate will be given for special actions or achievements in the categories listed on the attached certificate.
- The certificates need to be given to the employee and forwarded to the Branch of Human Resources, MT-933, no later than **August 20, 2004**, to allow processing by September 30, 2004. Any certificates not awarded or redeemed will be voided.
- The receipt of a QWA from an employee does not preclude or replace any other awards available in the Awards and Recognition Program.
- Each employee determines the appropriate forum for presenting their certificate. Some possibilities are organizational meetings, staff meetings, or one-on-one.

Instructions for use of the certificate:

- Each employee is assigned a numbered certificate.
- Each employee should fill in, sign, and present the certificate to an employee (recipient) they feel is deserving of recognition.
- The "giver" will check the category or the action that applies and write a brief explanation on the reverse side of the certificate. The "giver" will also indicate the **appropriate subactivity and program element code** the award will be charged against. **(This subactivity code should be the same code as the "giver" charges his/her time worked.)**
- The QWA recipient should send the certificate to MT933 for payment. The State Office Awards Coordinator will complete the back of the certificate, process the necessary forms for payment, and return the certificate to the QWA recipient via their supervisor.

An employee is eligible to receive more than one certificate during FY2004 when his/her quality of services or products is recognized by more than one employee.

Employee recognition can build self-esteem, promote teamwork, create energy, and inspire us to excel. Recognition can provide a sense of pride and satisfaction to both the giver and the receiver.

Questions regarding the program and this memorandum may be directed to Tammy Fisher, Human Resources Specialist, in Branch of Human Resources, at 406-896-5231.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Donna K. Zentz, MT-933

1 Attachment
1-QWA Certificate